USER MANUAL for

Module: Online Admission Process

June, 2015

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1 General Information

1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	**MLSU**	Mohanlal Sukhadiya University

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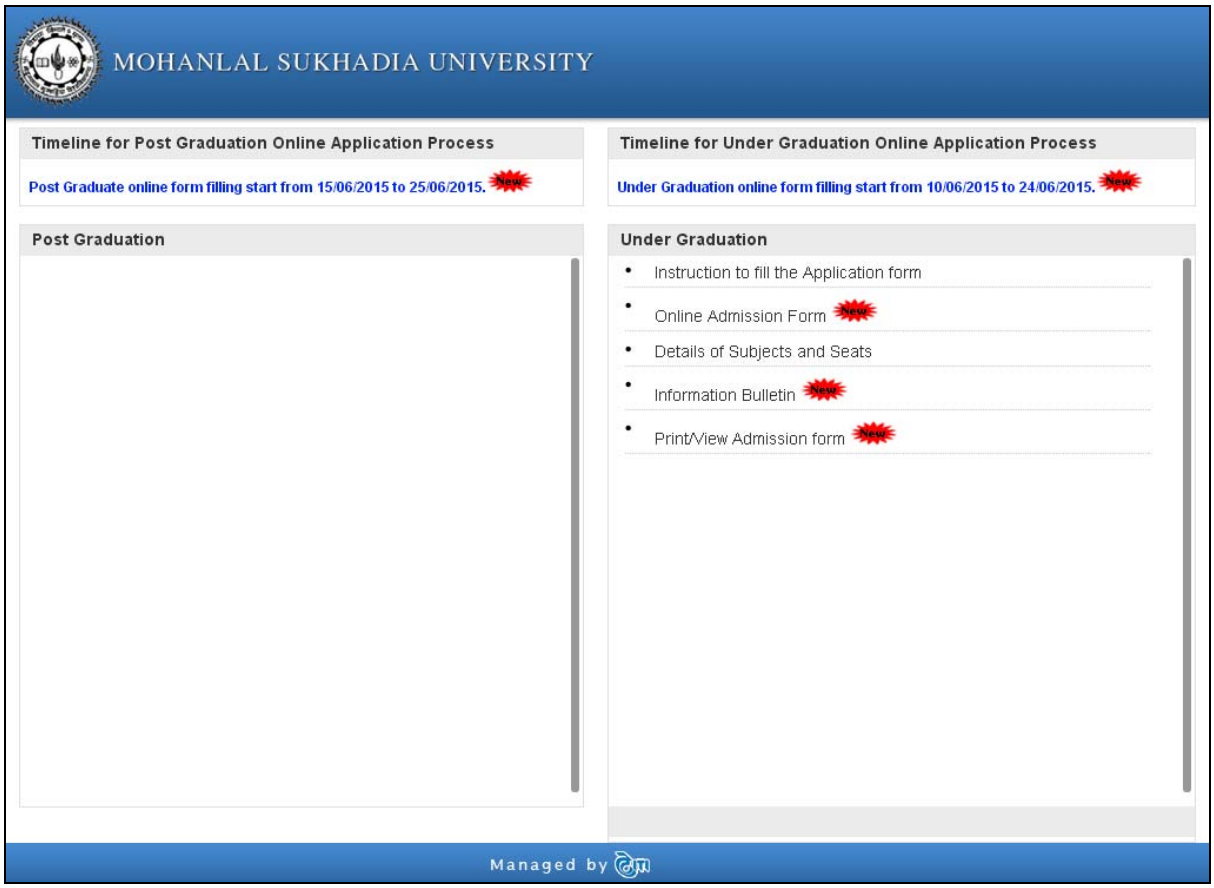
MLSU-HOME PAGE:

Step 1: User enters the valid URL and navigates to the MLSU Home Page.


MOHANLAL SUKHADIA UNIVERSITY
Timeline for Post Graduation Online Application Process
Post Graduate online form filling start from 15/06/2015 to 25/06/2015.
Timeline for Under Graduation Online Application Process
Under Graduation online form filling start from 10/06/2015 to 24/06/2015.
Post Graduation
Under Graduation
Instruction to fill the Application form
Online Admission Form
Details of Subjects and Seats
Information Bulletin
Print/View Admission form
Managed by

Step 2: From Instructions, click on Online Admission Form and navigates to the Online Admission Page.

Step 3: From 'Under Graduation', Click on Online Admission Form link then User will be navigated to the Admission Notice page
(Only Under Graduate Programmes will display to Users)

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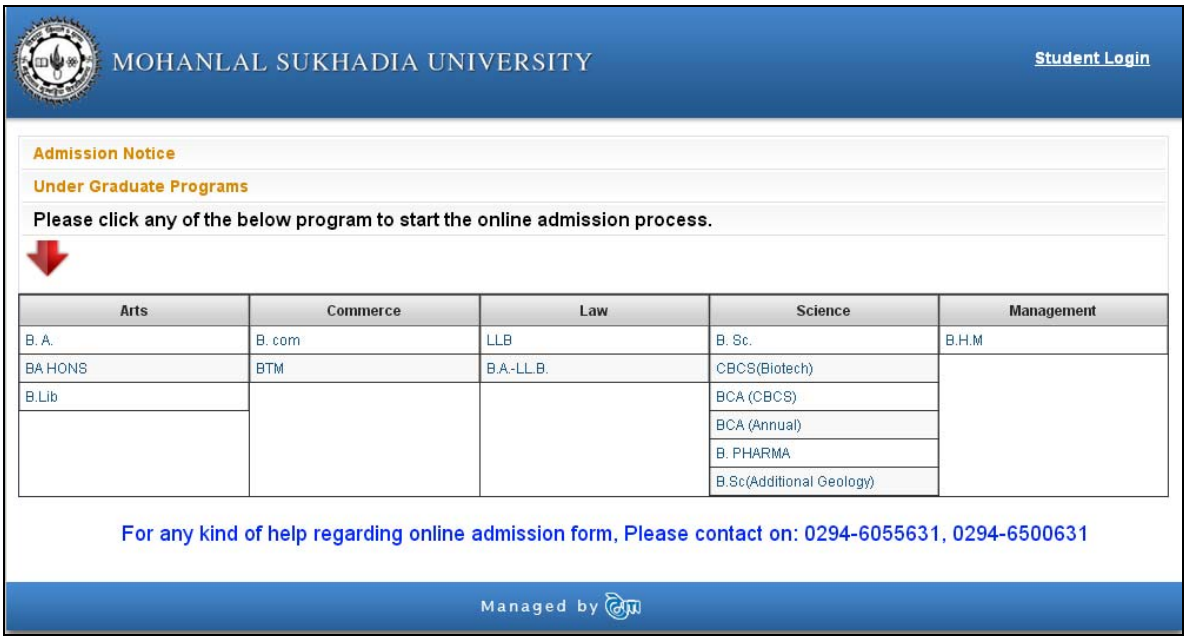
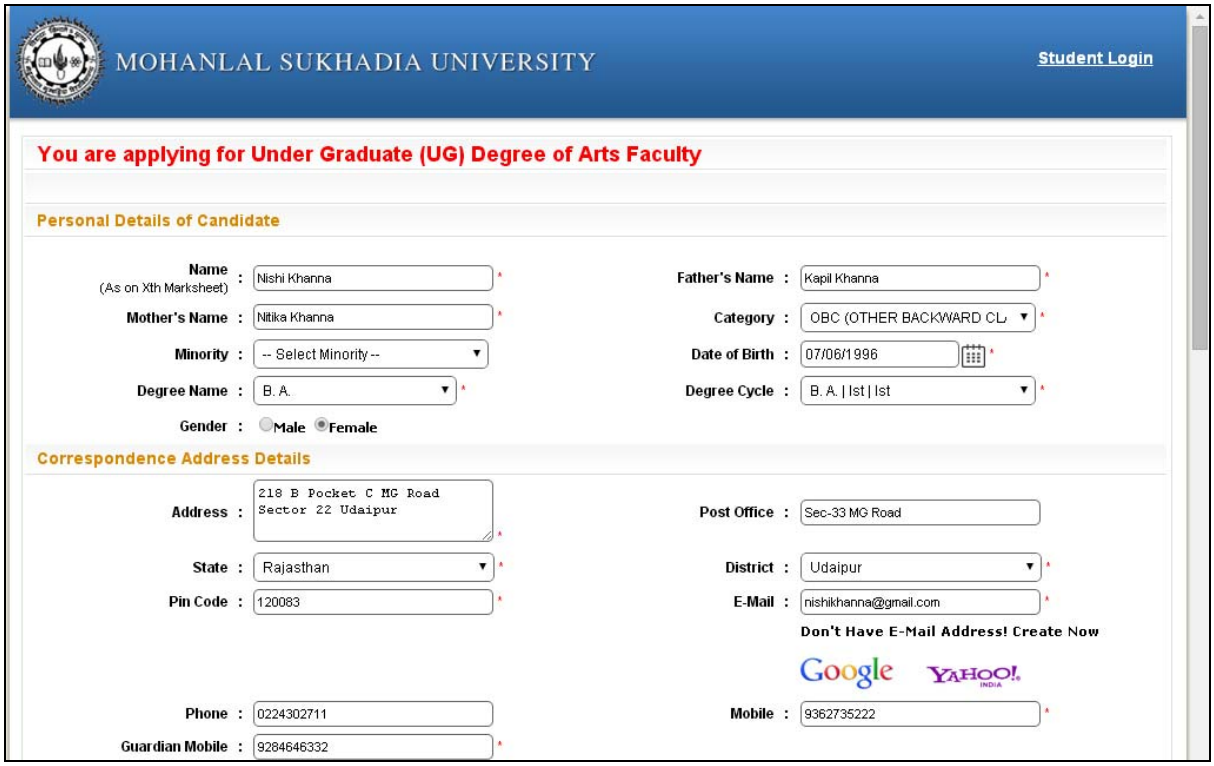


Step 4: Click on any Under Graduate Programme then Application Form will open for selected Programme:


MOHANLAL SUKHADIA UNIVERSITY
Student Login
You are applying for Under Graduate (UG) Degree of Arts Faculty
Personal Details of Candidate
Name (As on Xth Marksheet) : Nishi Khanna
Father's Name : Kapil Khanna
Mother's Name : Nitika Khanna
Category : OBC (OTHER BACKWARD CL
Minority : -- Select Minority --
Date of Birth : 07/06/1996
Degree Name : B. A.
Degree Cycle : B. A. | Ist | Ist
Gender : Male Female
Correspondence Address Details
Address : 218 B Pocket C MG Road Sector 22 Udaipur
Post Office : Sec-33 MG Road
State : Rajasthan
District : Udaipur
Pin Code : 120083
E-Mail : nishikhanna@gmail.com
Don't Have E-Mail Address! Create Now
Google
YAHOO!
Phone : 0224302711
Mobile : 9362735222
Guardian Mobile : 9284646332

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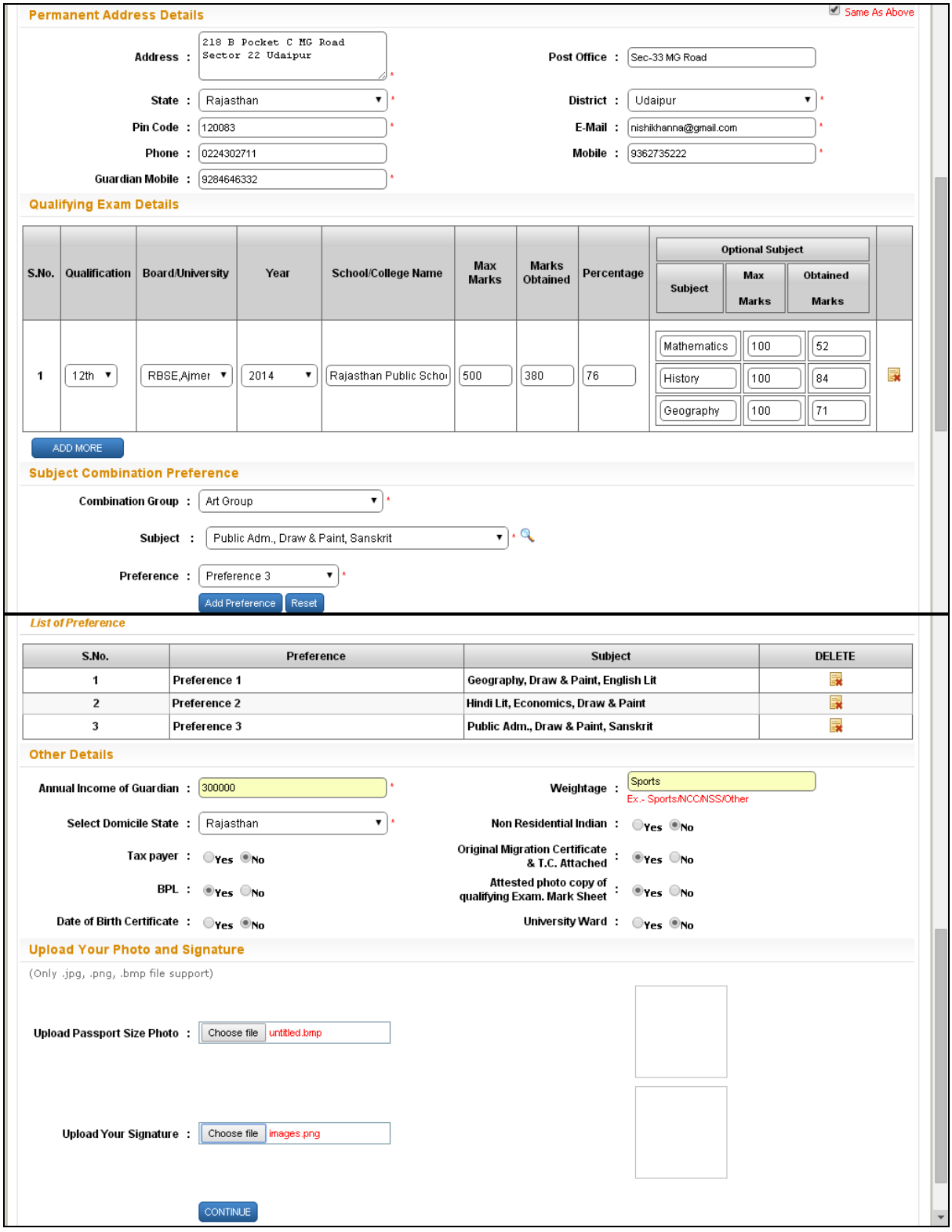

Permanent Address Details

Same As Above

Address : 218 B Pocket C MG Road Sector 22 Udaipur

Post Office : Sec-33 MG Road

State : Rajasthan

District : Udaipur

Pin Code : 120083

E-Mail : nishikhanna@gmail.com

Phone : 0224302711

Mobile : 9362735222

Guardian Mobile : 9284646332

Qualifying Exam Details

S.No.	Qualification	Board/University	Year	School/College Name	Max Marks	Marks Obtained	Percentage	Optional Subject		
								Subject	Max Marks	Obtained Marks
1	12th	RBSE,Ajmer	2014	Rajasthan Public Scho	500	380	76	Mathematics	100	52
								History	100	84
								Geography	100	71

ADD MORE

Subject Combination Preference

Combination Group : Art Group

Subject : Public Adm., Draw & Paint, Sanskrit

Preference : Preference 3

Add Preference Reset

List of Preference

S.No.	Preference	Subject	DELETE
1	Preference 1	Geography, Draw & Paint, English Lit	
2	Preference 2	Hindi Lit, Economics, Draw & Paint	
3	Preference 3	Public Adm., Draw & Paint, Sanskrit	

Other Details

Annual Income of Guardian : 300000

Weightage : Sports

Ex.- Sports/NCC/NSS/Other

Select Domicile State : Rajasthan

Non Residential Indian : Yes No

Tax payer : Yes No

Original Migration Certificate & T.C. Attached : Yes No

BPL : Yes No

Attested photo copy of qualifying Exam. Mark Sheet : Yes No

Date of Birth Certificate : Yes No

University Ward : Yes No

Upload Your Photo and Signature

(Only .jpg, .png, .bmp file support)

Upload Passport Size Photo : Choose file untitled.bmp

Upload Your Signature : Choose file images.png

CONTINUE

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Personal Details of Candidate:

1. Enter **Name:** Candidate should enter his/her full name as given in the records of Secondary Education Board/University.
2. Enter **Father's Name:** Candidate should enter his/her Father's full name.
3. Enter **Mother's Name:** Candidate should enter his/her Mother's full name.
4. Select **Category**: Candidate should select category like GEN(General) , OTHERS etc.
5. Select **Minority** (If any) : Candidate can select minority like Christian ,Jain etc.
6. Select **Date of Birth**: Select value from calendar Image like '04/06/1990'
7. Select **Degree Name**: Candidate should select Name of degree. Like B.Com, BA etc.
8. Select **Degree Cycle**: Candidate should select Name of degree cycle. Example: BA|Ist|Ist for first year of B.A.
9. Select **Gender :** Select Male/Female.

Correspondence Address Details:

10. Enter **Address:** Candidate should enter his/her correspondence address.
11. Enter **Post Office**: Candidate can enter his/her post office name.
12. Select **State**: Candidate should select his/her State name like Rajasthan
13. Select **District:** Candidate should select his/her district name like Udaipur
14. Enter **Pin Code**: Enter Pin Code for Address
15. Enter **Email:** Candidate should enter his/her Email Address.

Candidate who don't have Email Address they can create it by clicking on Google YAHOO! INDIA Logo.

16. Enter **Phone**: Candidate can enter Phone Number.
17. Enter **Mobile**: Candidate should enter his/her Mobile number.
18. Enter **Guardian Mobile**: Candidate should enter his/her Guardian Mobile number.

User can mark **'Same As Above'** checkbox, If Correspondence and Permanent Address are same and same details of Address will be auto filled in Permanent Address Details.

Permanent Address Details:

19. Enter **Address:** Candidate should enter his/her permanent address.
20. Enter **Post Office**: Candidate can enter his/her post office name of permanent address.

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21. Select **State:** Candidate should select his/her State name of permanent address Like Rajasthan
22. Select **District**: Candidate should select his/her district name of permanent address Like Udaipur
23. Enter **Pin Code**: Candidate should Enter Pin Code for Permanent Address
24. Enter **Email:** Candidate should enter his/her Email Address.
25. Enter **Phone**: Enter Phone Number.
26. Enter **Mobile**: Candidate should enter his/her Mobile number.
27. Enter **Guardian Mobile**: Candidate should enter his/her Guardian Mobile number.

Qualifying Exam Details:

28. Select **Qualification** : Select Qualification like 12th/UG
29. Select **Board/University** : Select Board/University like RBSE/Ajmer
30. Select **Year** : Select Year of qualification like 2006
31. Enter **School/College Name:** Enter name of college.
32. Enter **Max. Marks** : Enter Maximum marks can be obtained in qualification like 500
33. Enter **Marks Obtained** : Enter marks obtained in qualification like 380
34. Enter **Percentage**: Enter Percentage obtained in qualification like 75

Optional Subject:

35. Enter **Subject**: Enter Name of optional subject
36. Enter **Max Marks**: Enter Maximum marks can be obtained in optional subject like 100
37. Enter **Marks Obtained**: Enter marks obtained in optional subject like 100

38. Click on Delete Image to delete Qualification Details.

39. **Click Add More:** Candidate can add more qualification details.

Subject Combination Preference:

40. **Select Combination Group** : Candidate should select combination group like Arts

From Subject click on the Search Image button , "Student Subject Allocation" pop up window will open.

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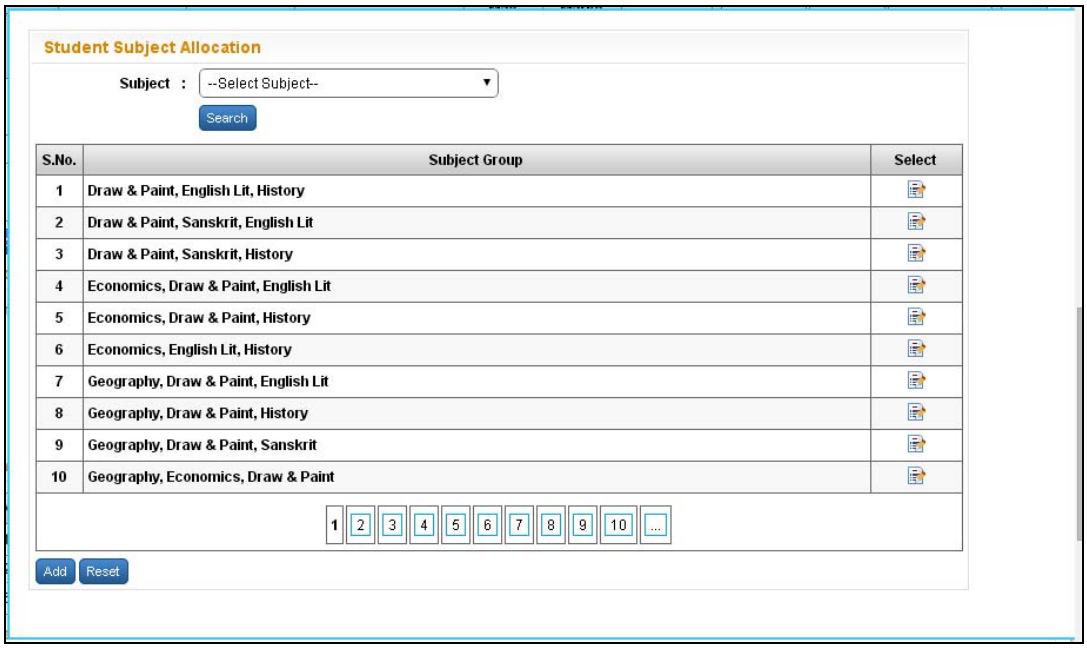
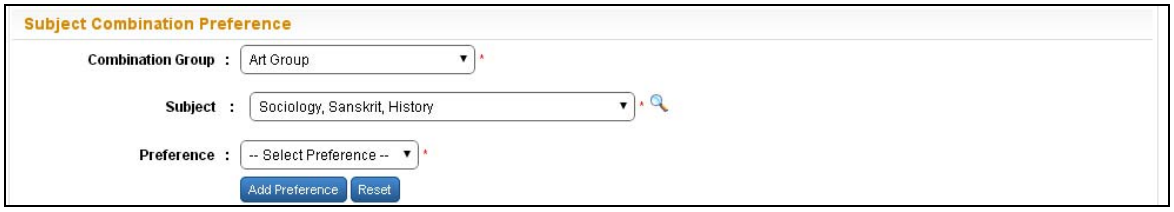

Student Subject Allocation
Subject :
--Select Subject--
Search
S.No.
Subject Group
Select
1 Draw & Paint, English Lit, History
2 Draw & Paint, Sanskrit, English Lit
3 Draw & Paint, Sanskrit, History
4 Economics, Draw & Paint, English Lit
5 Economics, Draw & Paint, History
6 Economics, English Lit, History
7 Geography, Draw & Paint, English Lit
8 Geography, Draw & Paint, History
9 Geography, Draw & Paint, Sanskrit
10 Geography, Economics, Draw & Paint
1 2 3 4 5 6 7 8 9 10 ...
Add
Reset

41. Select **Subject:** Select any Subject and click on the Search button then respective subject combinations will display in Subject Group grid.
42. Select **Subject Group:** Select any Subject Group.
43. Click **Add**: Click on Add button then selected Subject Group will display on Subject drop down.



Or Candidate can select **Subject** from drop down.

44. Select **Preference**: Candidate should select Preference like Preference1 etc.

45. **Click Add Preference:** Candidate can add more Preferences on clicking to "Add Preference"
46. **Click Reset:** Candidate can Reset Subject Combination Preferences.

Other Details:

47. Enter **Annual Income of Guardian**: Candidate should enter annual income of guardian.

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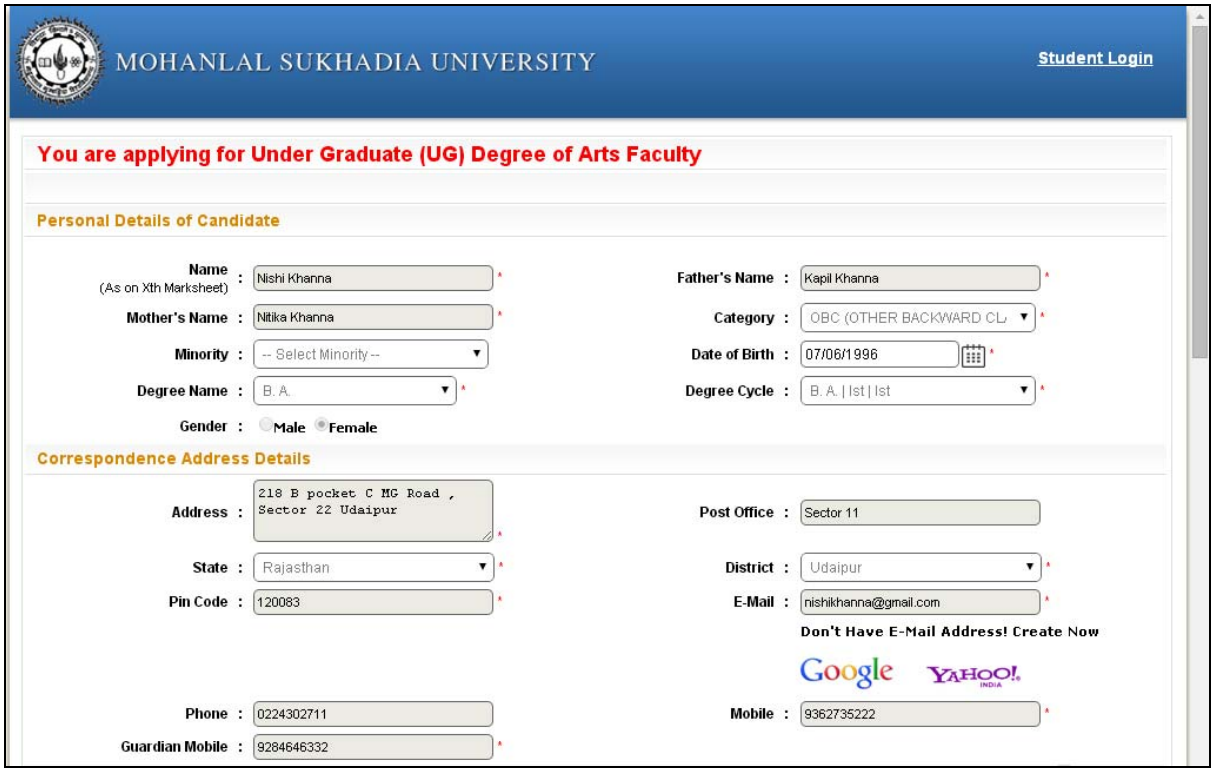
48. Enter **Weightage**: Candidate should enter weightage like Sports/NCC
49. Select **Domicile State**: Candidate should select his domicile state like Rajasthan
50. Select **Non residential Indian**: Select Yes/NO.
51. Select **Tax payer:** Select Yes/NO.
52. Select **Original Migration Certificate & T.C. Attached:** Select Yes/NO.
53. Select **BPL**: Select Yes/No
54. Select **Attested photo copy of qualifying Exam. Mark Sheet:** Select Yes/NO.
55. Select **Date of Birth Certificate**: Select Yes/NO.
56. Select University Ward: Select Yes/NO.

Upload Your Photo and Signature

57. **Upload Passport Size Photo**: Candidate can upload his/her photograph on clicking Choose File button.
58. **Upload Your Signature:** Candidate can upload his/her Signature on clicking Choose File button.

Step 5: Click on Continue button to save details entered in Application Form.


MOHANLAL SUKHADIA UNIVERSITY
Student Login
You are applying for Under Graduate (UG) Degree of Arts Faculty
Personal Details of Candidate
Name (As on Xth Marksheet) : Nishi Khanna
Father's Name : Kapil Khanna
Mother's Name : Nitika Khanna
Category : OBC (OTHER BACKWARD CL
Minority : -- Select Minority --
Date of Birth : 07/06/1996
Degree Name : B. A.
Degree Cycle : B. A. | Ist | Ist
Gender : Male Female
Correspondence Address Details
Address : 218 B pocket C MG Road , Sector 22 Udaipur
Post Office : Sector 11
State : Rajasthan
District : Udaipur
Pin Code : 120083
E-Mail : nishikhanna@gmail.com
Don't Have E-Mail Address! Create Now
Google YAHOO!
Phone : 0224302711
Mobile : 9362735222
Guardian Mobile : 9284646332

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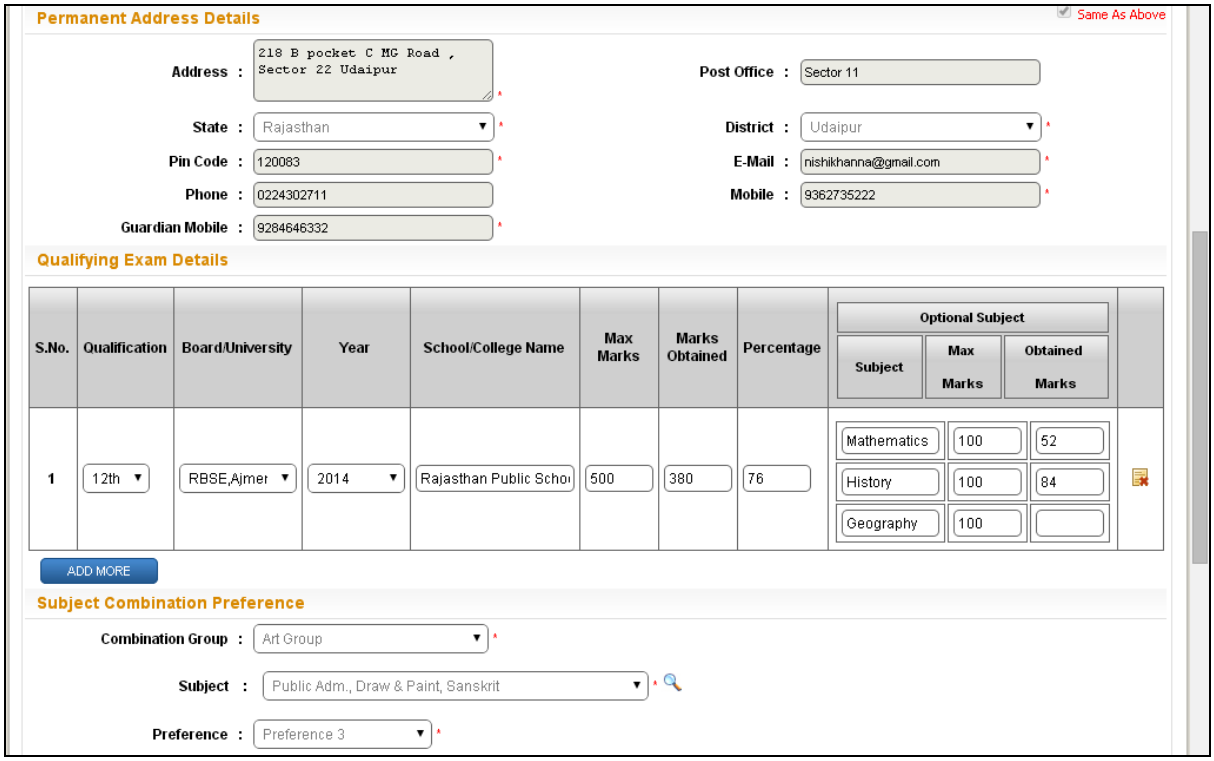
Permanent Address Details
Same As Above
Address : 218 B pocket C MG Road , Sector 22 Udaipur
Post Office : Sector 11
State : Rajasthan
District : Udaipur
Pin Code : 120083
E-Mail : nishikhanna@gmail.com
Phone : 0224302711
Mobile : 9362735222
Guardian Mobile : 9284646332
Qualifying Exam Details
S.No. Qualification Board/University Year School/College Name Max Marks Marks Obtained Percentage Optional Subject Subject Max Marks Obtained Marks
1 12th RBSE,Ajmer 2014 Rajasthan Public Scho 500 380 76 Mathematics 100 52
History 100 84
Geography 100
ADD MORE
Subject Combination Preference
Combination Group : Art Group
Subject : Public Adm., Draw & Paint, Sanskrit
Preference : Preference 3

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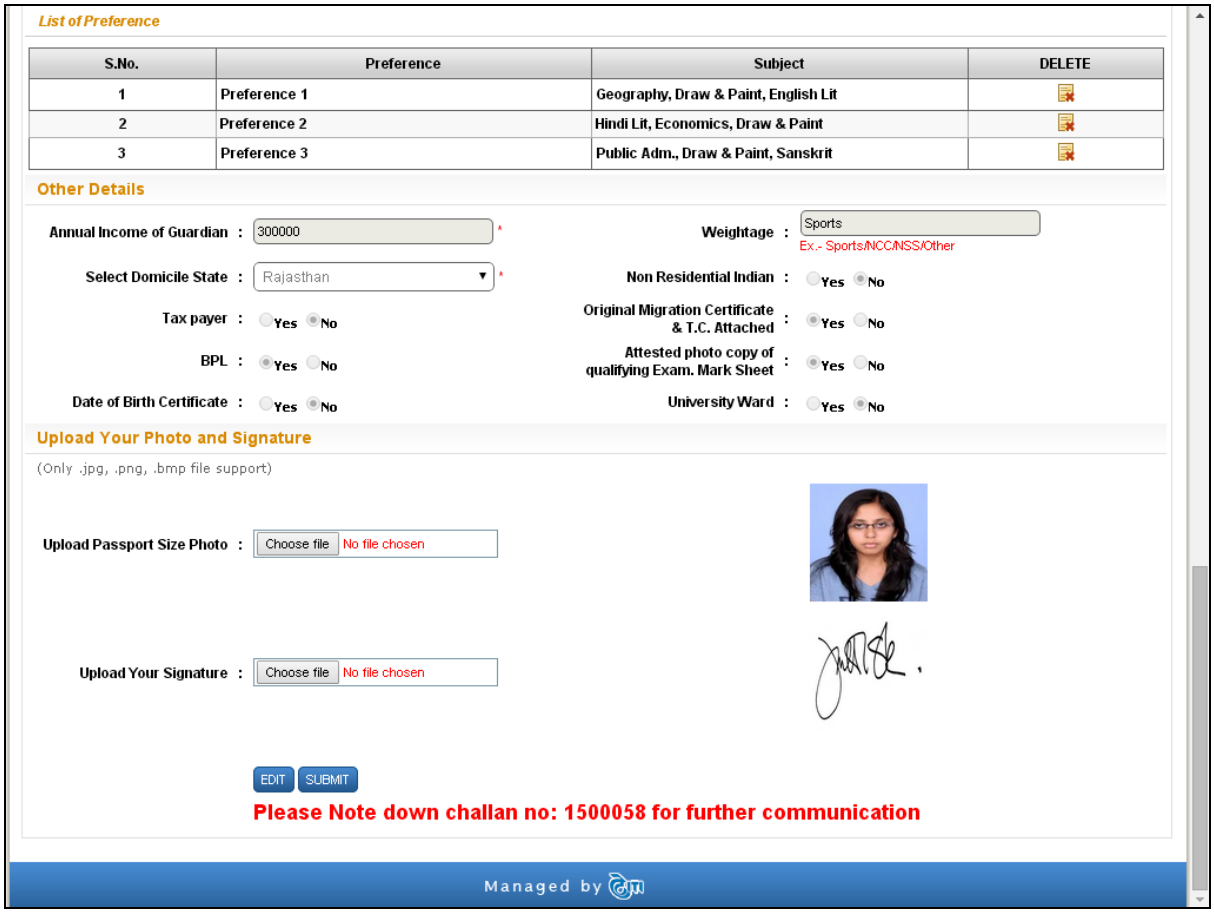
List of Preference
S.No.
Preference
Subject
DELETE
1
Preference 1
Geography, Draw & Paint, English Lit
2
Preference 2
Hindi Lit, Economics, Draw & Paint
3
Preference 3
Public Adm., Draw & Paint, Sanskrit
Other Details
Annual Income of Guardian : 300000
Weightage : Sports
Ex.- Sports/NCC/NSS/Other
Select Domicile State : Rajasthan
Non Residential Indian : Yes No
Tax payer : Yes No
Original Migration Certificate & T.C. Attached : Yes No
BPL : Yes No
Attested photo copy of qualifying Exam. Mark Sheet : Yes No
Date of Birth Certificate : Yes No
University Ward : Yes No
Upload Your Photo and Signature
(Only .jpg, .png, .bmp file support)
Upload Passport Size Photo : Choose file No file chosen
Upload Your Signature : Choose file No file chosen
EDIT
SUBMIT
Please Note down challan no: 1500058 for further communication
Managed by

Click on **Edit** button to edit the Saved Details of Student.

Step 6: Click on Submit button to Submit the Application.

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After Successful submission of Application, Personal details, Challan No. and Reference No. will display to User. This Challan No. will be used for further communication.

Candidates have to pay fee first either through Internet Banking by clicking on Pay Now button.

After clicking on Pay Now, candidate will be navigated to Payment Gateway.

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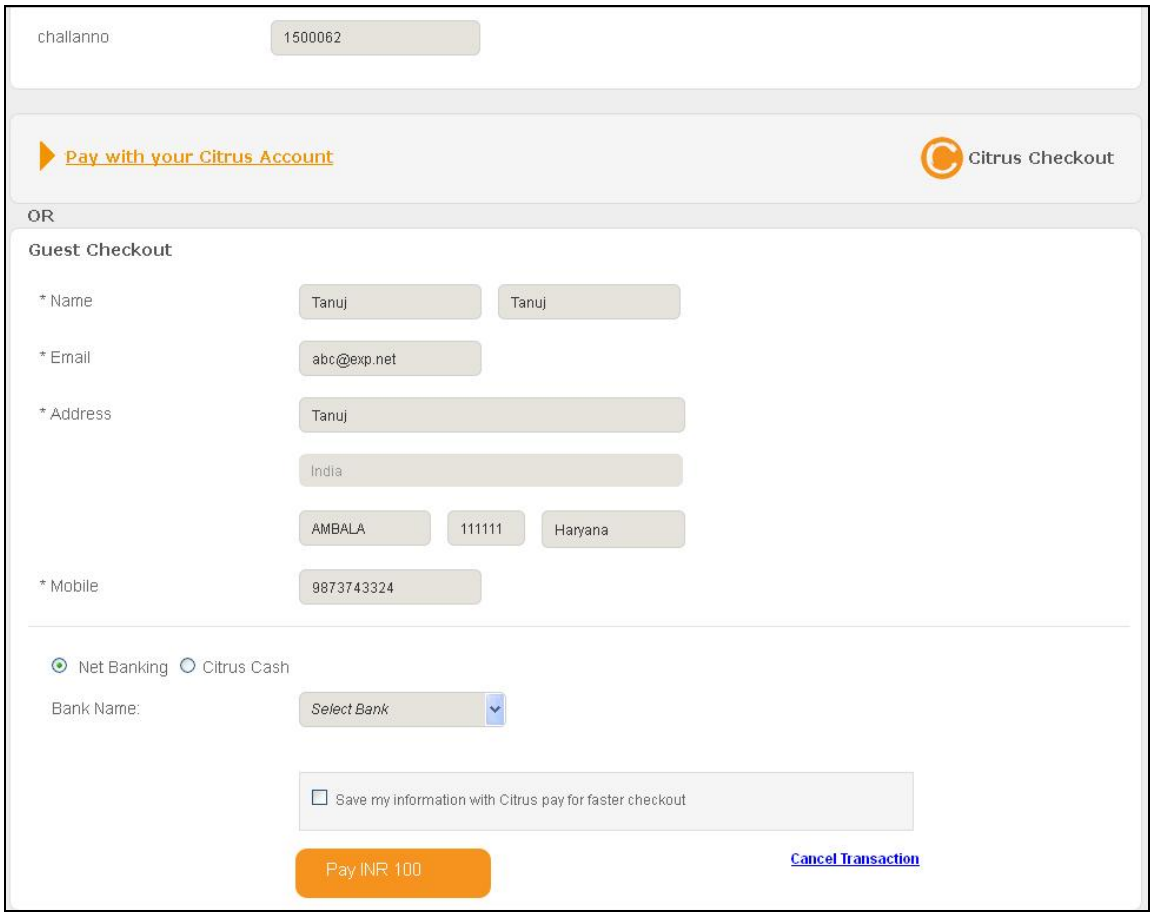

Step 7: Select Bank and click on the Pay INR 100 button to complete Payment Process. On clicking Pay INR 100, Transaction will be navigated to the Bank Website for Payment Process.

Step 8: If user wants to Cancel Transaction, they can click on Cancel transaction link then it would ask for confirmation “Are you sure want to cancel the Transaction’

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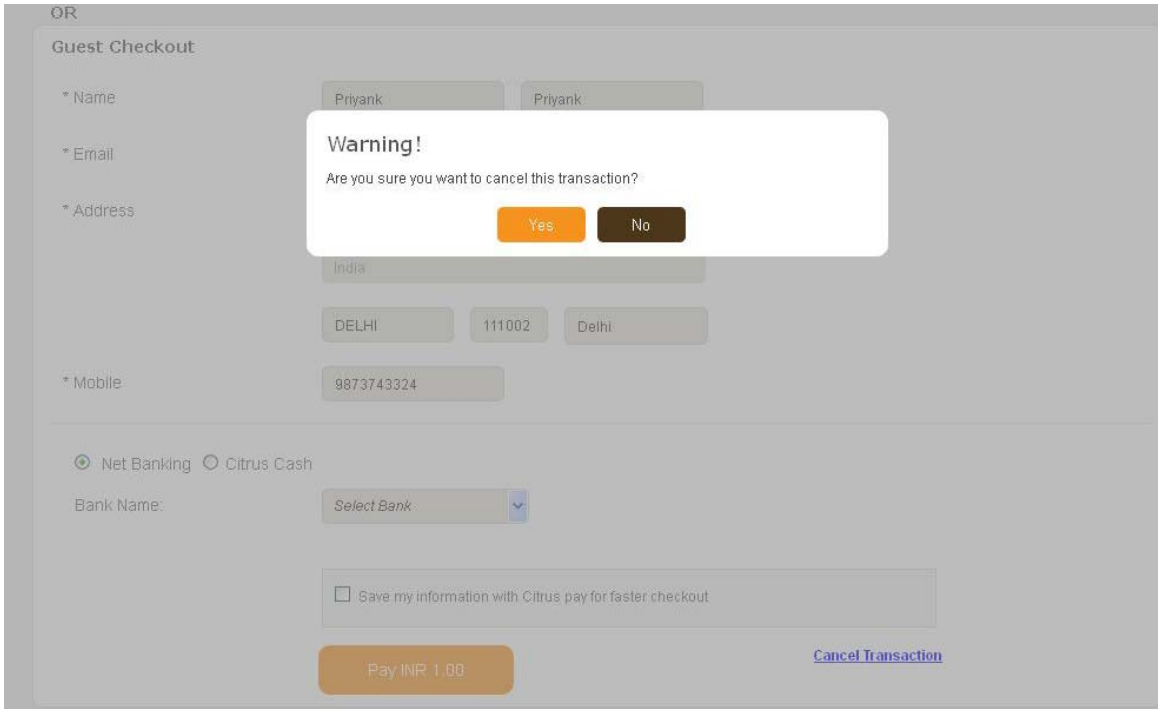
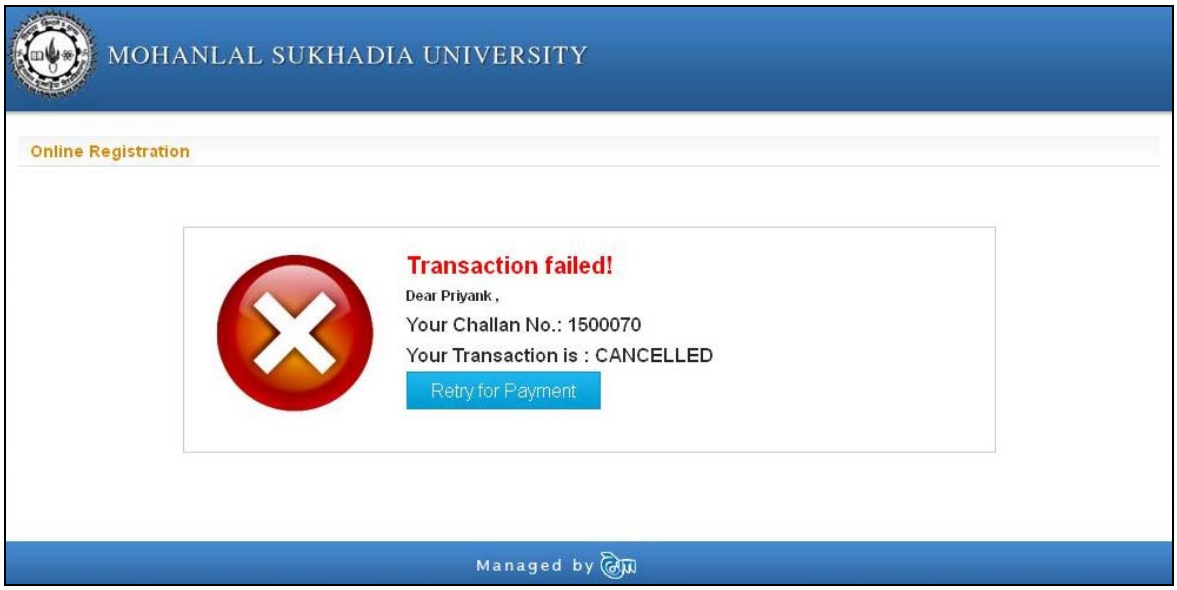


Click on Yes to Cancel Transaction.
"Transaction failed" message will display to User.



Retry for Payment:

Click on Retry for Payment to complete Payment Process.

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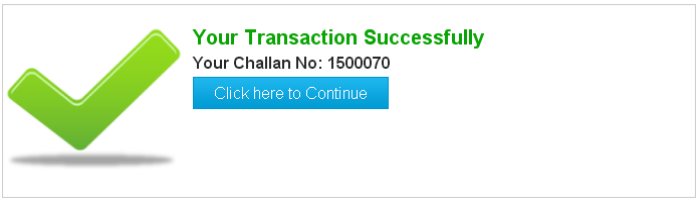
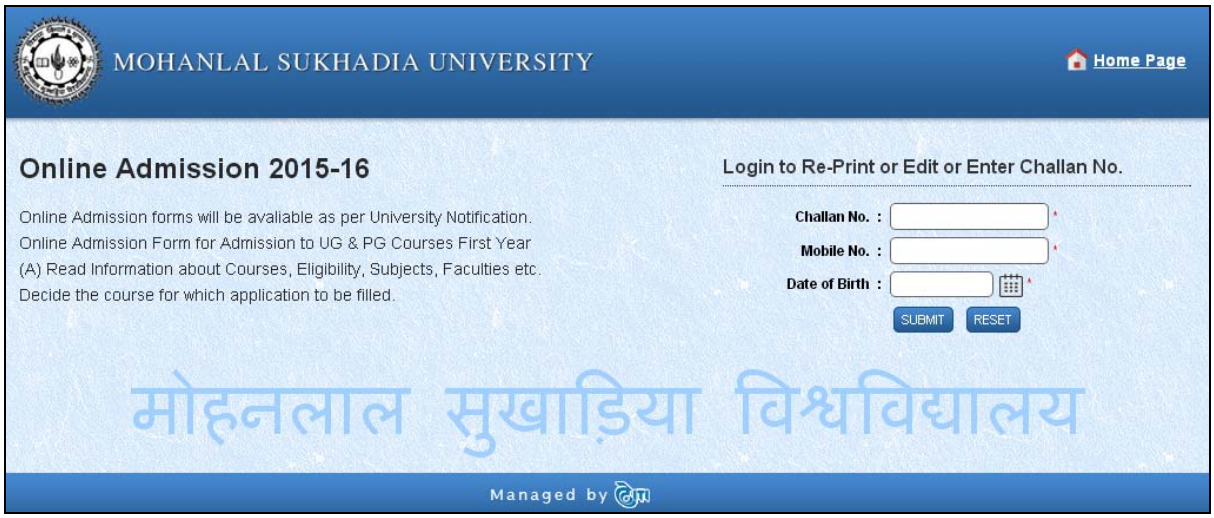
After Successful Transaction, Challan No. will display to Candidate:



After Successful payment, user can click on 'Click here to Continue' button to view or Download Application Form


MOHANLAL SUKHADIA UNIVERSITY
Home Page
Online Admission 2015-16
Online Admission forms will be avaliable as per University Notification.
Online Admission Form for Admission to UG & PG Courses First Year
(A) Read Information about Courses, Eligibility, Subjects, Faculties etc.
Decide the course for which application to be filled.
Login to Re-Print or Edit or Enter Challan No.
Challan No. :
Mobile No. :
Date of Birth :
SUBMIT
RESET
मोहनलाल सुखाड़िया विश्वविद्यालय
Managed by

Student Login:

1. Enter **Challan No.:** 7 digit Challan No. which was generated on submitting the Application Form.
2. Enter **Mobile No.:** Mobile No. which was entered in Application Form.
3. Select **Date of Birth** from Calendar Image: Date of Birth mentioned in Application Form.

Application Form: Student clicks on Application Form link then following pop up will be display.

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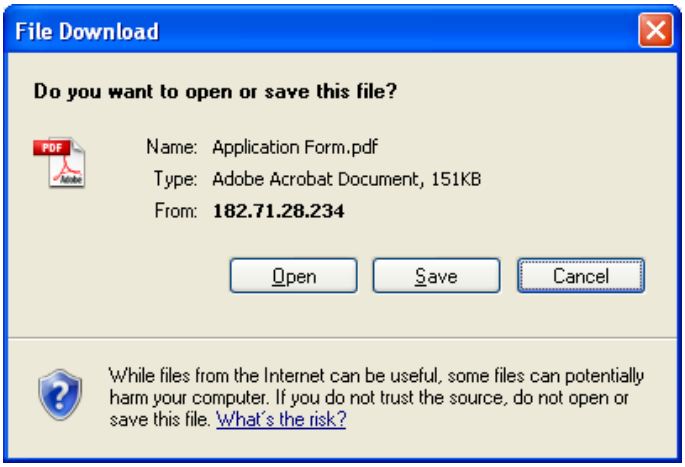
File Download
Do you want to open or save this file?
Name: Application Form.pdf
Type: Adobe Acrobat Document, 151KB
From: 182.71.28.234
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Student clicks on Open button and following Report will be display:

Challan No. 1500084

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Admission Form 2015 - 2016

Personal Details of Candidate

Course	BA Ist Year
Name of the Candidate (अभ्यर्थी का नाम)	Nishant Khanna
Father's Name (पिता का नाम)	Jayant Khanna
Mother's Name (माता का नाम)	Richa Khanna
Category (श्रेणी)	OBC (OTHER BACKWARD CLASS)
Gender (लिंग)	Male
Minority	No
Date of Birth (जन्म दिनांक)	16 Jun 1990

Correspondence Address Details		Permanent Address Details	
Address (पता)	202 B Pocket-C MG Road,Sector 38 Udaipur	Address (पता)	202 B Pocket-C MG Road,Sector 38 Udaipur
Post Office (पोस्ट ऑफिस)	Sec-33 MG Road	Post Office (पोस्ट ऑफिस)	Sec-33 MG Road
State (राज्य)	Rajasthan	State (राज्य)	Rajasthan
District (जिला)	UDAIPUR	District (जिला)	UDAIPUR
PIN Code (पिन कोड)	120083	PIN Code (पिन कोड)	120083
E-Mail (ई-मेल)	nishantk@gmail.com	E-Mail (ई-मेल)	nishantk@gmail.com
Phone (फोन)	0224302711	Phone (फोन)	0224302711
Mobile (मोबाईल)	9362735222	Mobile (मोबाईल)	9362735222
Guardian Contact No.	9284646332	Guardian Contact No.	9284646332

Qualifying Exam Details

S. No	Qualification	Board	Year	Max. Marks	MarksObtained	Percentage
1	12th	RBSE,Ajmer	2014	500	380	76.00

Optional Subject

Subject	Max Marks	Marks Obtain
Mathematics	100.00	52.00
History	100.00	84.00
Geography	100.00	71.00

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Subject Combination Preference

S. No.	Subject Combination Preference	Preference
1	Hindi Lit, Economics, History	Preference 1
2	Economics, Draw & Paint, History	Preference 2
3	Hindi Lit, Draw & Paint, Sanskrit	Preference 3

Other Details

Annual Income	300000
Domicile State	Rajasthan
Non Residential Indian	No
Tax payer (आय कर दाता)	No
Weightage (If Any)	NCC
University Ward	No

Declaration

I Certified that the above entries are correct and have been filled in by me.I am eligible for the course in which I have applied as per the criteria laid down in the Information Bulletin.

Place **Udaipur**

Date **09/Jun/2015**

Signature

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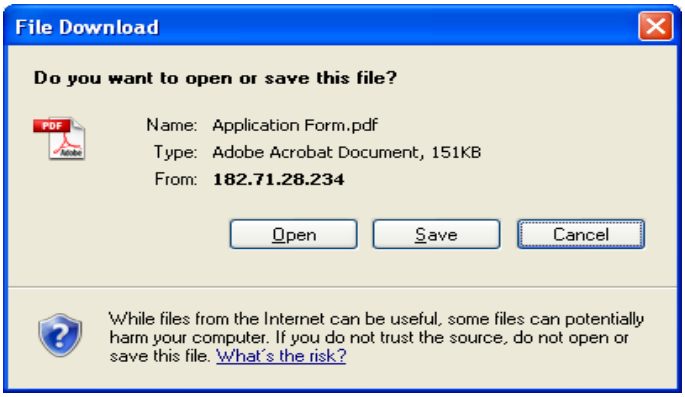
Affidavit Report: Student clicks on Affidavit link then following pop up will be display.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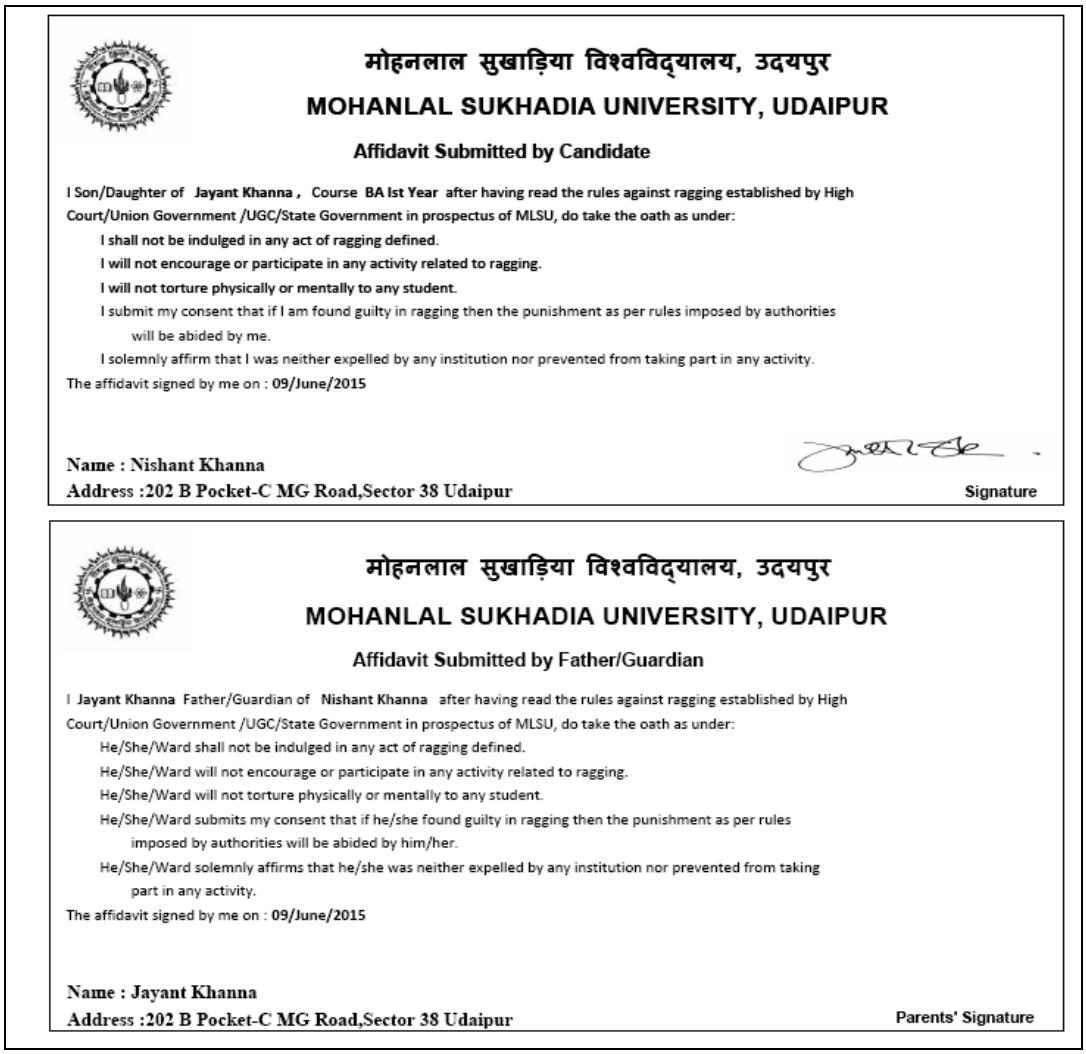


मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Affidavit Submitted by Candidate

I Son/Daughter of **Jayant Khanna ,** Course **BA Ist Year** after having read the rules against ragging established by High Court/Union Government /UGC/State Government in prospectus of MLSU, do take the oath as under:

I shall not be indulged in any act of ragging defined.
I will not encourage or participate in any activity related to ragging.
I will not torture physically or mentally to any student.
I submit my consent that if I am found guilty in ragging then the punishment as per rules imposed by authorities will be abided by me.
I solemnly affirm that I was neither expelled by any institution nor prevented from taking part in any activity.

The affidavit signed by me on : **09/June/2015**

Name : Nishant Khanna
Address :202 B Pocket-C MG Road,Sector 38 Udaipur

Signature

मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Affidavit Submitted by Father/Guardian

I **Jayant Khanna** Father/Guardian of **Nishant Khanna** after having read the rules against ragging established by High Court/Union Government /UGC/State Government in prospectus of MLSU, do take the oath as under:

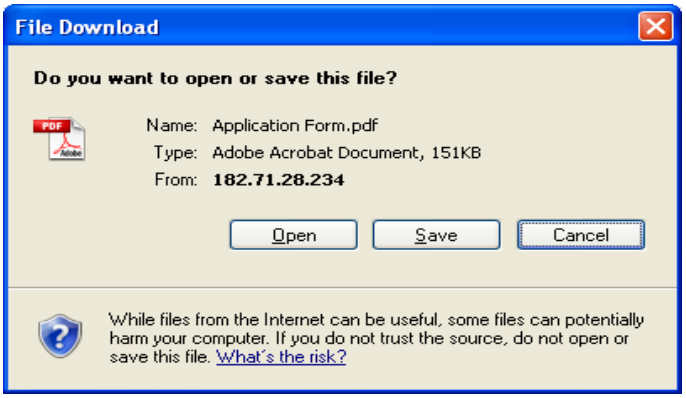
He/She/Ward shall not be indulged in any act of ragging defined.
He/She/Ward will not encourage or participate in any activity related to ragging.
He/She/Ward will not torture physically or mentally to any student.
He/She/Ward submits my consent that if he/she found guilty in ragging then the punishment as per rules imposed by authorities will be abided by him/her.
He/She/Ward solemnly affirms that he/she was neither expelled by any institution nor prevented from taking part in any activity.

The affidavit signed by me on : **09/June/2015**

Name : Jayant Khanna
Address :202 B Pocket-C MG Road,Sector 38 Udaipur

Parents' Signature

Enrollment Report: Student clicks on Enrollment Form link then following pop up will be display.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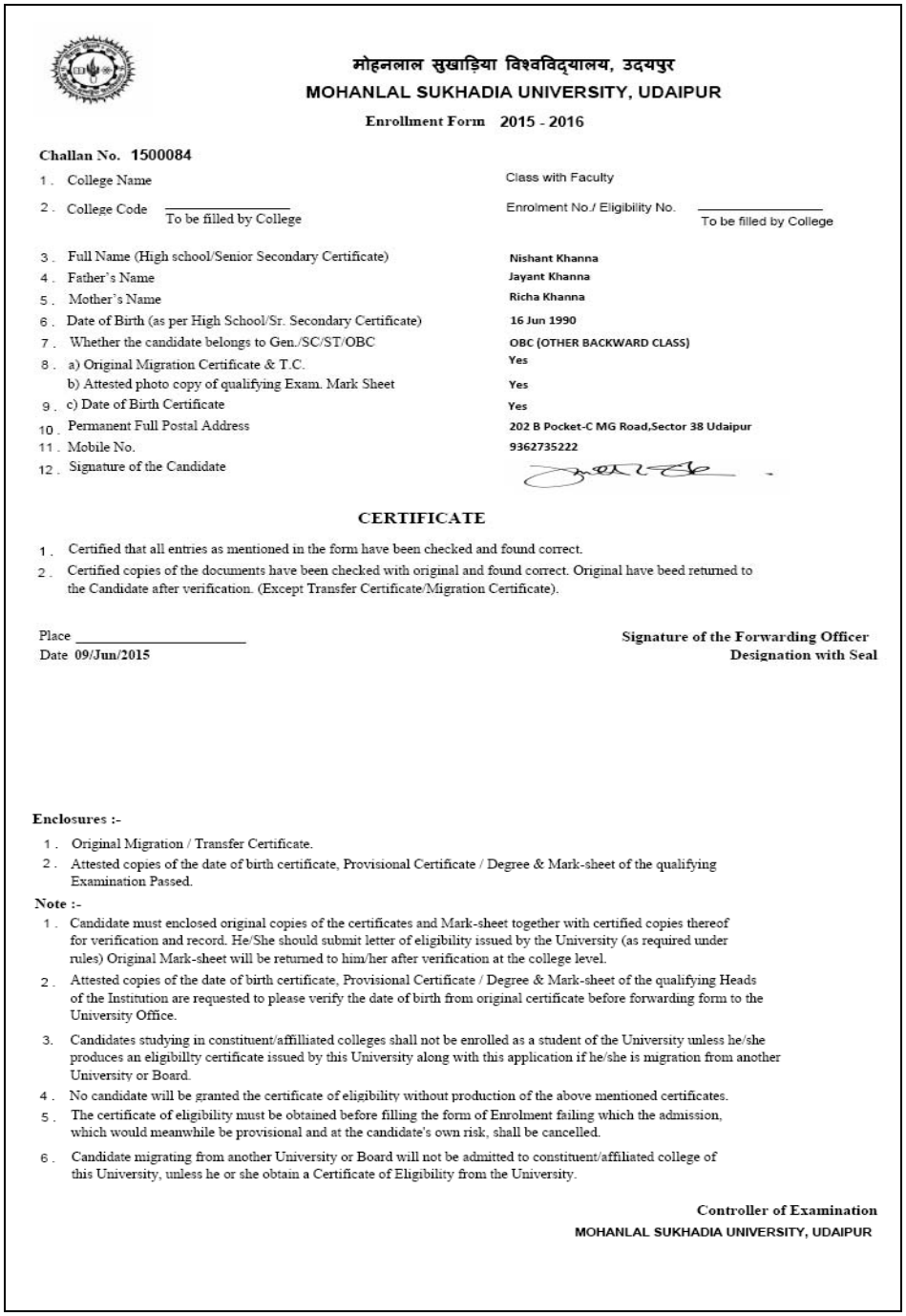

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MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR
Enrollment Form 2015 - 2016

Challan No. 1500084

1.	College Name	Class with Faculty
2.	College Code _____ To be filled by College	Enrolment No./ Eligibility No. _____ To be filled by College
3.	Full Name (High school/Senior Secondary Certificate)	Nishant Khanna
4.	Father's Name	Jayant Khanna
5.	Mother's Name	Richa Khanna
6.	Date of Birth (as per High School/Sr. Secondary Certificate)	16 Jun 1990
7.	Whether the candidate belongs to Gen./SC/ST/OBC	OBC (OTHER BACKWARD CLASS)
8.	a) Original Migration Certificate & T.C.	Yes
	b) Attested photo copy of qualifying Exam. Mark Sheet	Yes
9.	c) Date of Birth Certificate	Yes
10.	Permanent Full Postal Address	202 B Pocket-C MG Road,Sector 38 Udaipur
11.	Mobile No.	9362735222
12.	Signature of the Candidate	

CERTIFICATE

1. Certified that all entries as mentioned in the form have been checked and found correct.
2. Certified copies of the documents have been checked with original and found correct. Original have beed returned to the Candidate after verification. (Except Transfer Certificate/Migration Certificate).

Place _____
Date 09/Jun/2015

Signature of the Forwarding Officer
Designation with Seal

Enclosures :-

1. Original Migration / Transfer Certificate.
2. Attested copies of the date of birth certificate, Provisional Certificate / Degree & Mark-sheet of the qualifying Examination Passed.

Note :-

1. Candidate must enclosed original copies of the certificates and Mark-sheet together with certified copies thereof for verification and record. He/She should submit letter of eligibility issued by the University (as required under rules) Original Mark-sheet will be returned to him/her after verification at the college level.
2. Attested copies of the date of birth certificate, Provisional Certificate / Degree & Mark-sheet of the qualifying Heads of the Institution are requested to please verify the date of birth from original certificate before forwarding form to the University Office.
3. Candidates studying in constituent/affilliated colleges shall not be enrolled as a student of the University unless he/she produces an eligibillty certificate issued by this University along with this application if he/she is migration from another University or Board.
4. No candidate will be granted the certificate of eligibility without production of the above mentioned certificates.
5. The certificate of eligibility must be obtained before filling the form of Enrolment failing which the admission, which would meanwhile be provisional and at the candidate's own risk, shall be cancelled.
6. Candidate migrating from another University or Board will not be admitted to constituent/affiliated college of this University, unless he or she obtain a Certificate of Eligibility from the University.

Controller of Examination
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Eligibility Report: Student clicks on Eligibility Form link then following pop up will be display.

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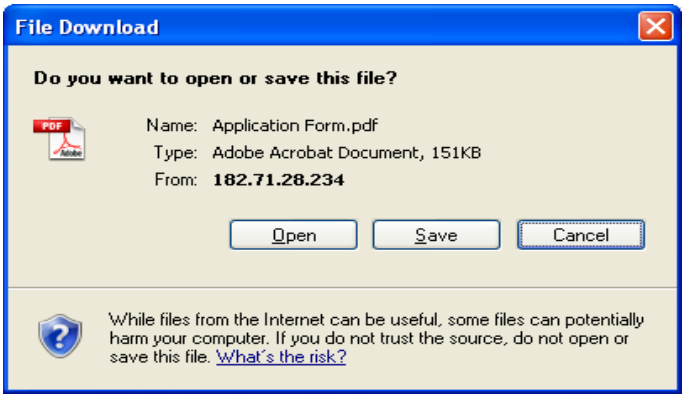
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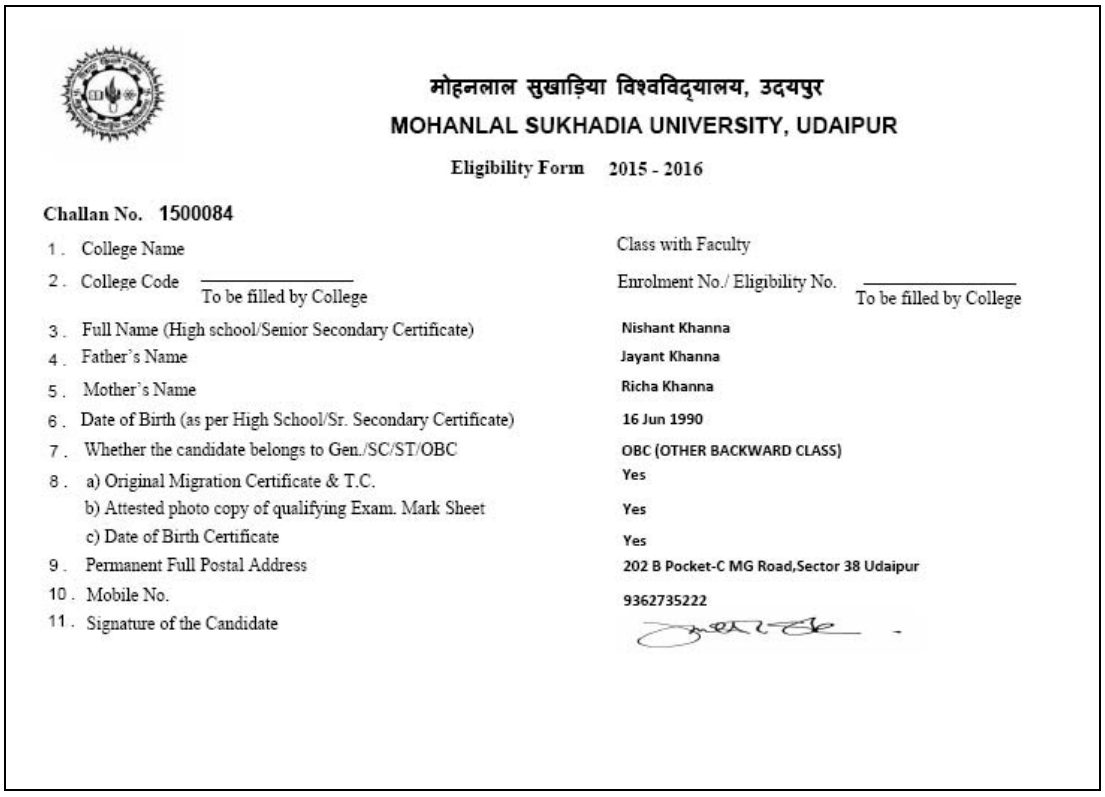

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MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Eligibility Form 2015 - 2016

Challan No. 1500084

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10.	Mobile No.	9362735222
11.	Signature of the Candidate	

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